



Department of Housing and Community Development

October 9, 2012

**NOTIFICATION OF VACANCY
RE-ADVERTISEMENT**

**CD PROGRAM ADMINISTRATOR
(Program Administration Specialist II)**

POSITION #00211

LOCATION:

**DHCD
600 EAST MAIN STREET
RICHMOND, VA 23219**

HIRING RANGE:

\$44,000 - \$55,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development has an exciting opportunity in the Community Revitalization Office (CRO) for an inspiring, imaginative, entrepreneurial and detail oriented critical thinker to assist in the implementation of the Virginia Main Street (VMS) program in a comprehensive and outcome-driven Community Revitalization context to encourage private investment, business development and job creation, especially in Virginia's historic commercial districts. Essential functions consist of providing technical assistance and training to local stakeholders and governments resulting in maximizing the effectiveness of VMS designations, including non-profit management and revitalization best practices; assisting businesses, private investors, and other stakeholders with appropriate use of community development tools, grants and programs; assisting local stakeholder groups to accelerate real estate development; innovate new techniques for successful revitalization; project management; group training, capacity building and conference planning and implementation; provide other program implementation to attain maximum performance; assist with developing and maintaining Main Street data base and web site; and conducts independent research, writes articles, educational and promotional materials. May be required to perform other duties as assigned.

QUALIFICATIONS GUIDE:

Knowledge of community economic development of distressed areas and downtowns, especially the Main Street Four Point Approach™. Demonstrated ability to provide effective assistance to localities, non-profits and businesses. Strong interpersonal and relationship issue resolution skills. Strong analytic and problem solving skills. Demonstrated ability to efficiently plan and execute multiple activities; to develop and recommend improved program procedures; all around communication skills that are capable of arousing a wide range of audiences to effective action; design and conduct training and workshops; work independently and as part of a team to meet deadlines. Excellent communication skills in writing, public speaking and personal communication; competent research skills; computer skills, particularly with word processing, spreadsheet and graphics packages. Demonstrated experience with some combination of Main Street, business/entrepreneur formation assistance including micro-finance, and/or other innovative Community Development concepts. Knowledge of organizational life-cycles, group facilitation and capacity building techniques. Degree in planning, public administration, or a related field is preferred or an equivalent combination of training and experience will be considered in lieu of educational requirements. Must be able to work beyond a normal work schedule. Significant and frequent in-state travel is required. Valid driver's license required. Alternative worksites may be considered where beneficial to the Agency.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY TUESDAY, OCTOBER 23, 2012, 5:00 p.m., EST.

***For additional information please contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer***

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.